



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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DP/MPI

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE,
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS
AGENCY

SUBJECT: Using Defense Acquisition Deskbook With the Standard
Procurement System (SPS) Application Software

The DUSD(AR) and I believe significant benefits will result from facilitating access to the Defense Acquisition Deskbook for SPS Procurement Desktop - Defense (PD²) users. The SPS Program Office has prepared instructions, attached, to help accomplish that objective.

The SPS contractor is not required to install Deskbook as part of PD² installation. Therefore, the attachments are for your SPS System Administrators and permit tailoring Deskbook access and access method to user preferences.

I urge you to encourage your SPS users to take advantage of the information and reference materials contained in the Deskbook.

Eleanor R. Spector
Director of Defense Procurement

Attachments



Instructions for Downloading Deskbook Using the Internet

General--These instructions are for PD² users who do not have Deskbook installed on their personal computers or cannot access Deskbook from a local area network file server.

1. The on-line Deskbook site, **www.deskbook.osd.mil**, provides several options for obtaining the program. The download options are time consuming. Consider obtaining the CD version.
2. Print or download the installation instructions. You must decide where Deskbook will reside (local area network (LAN) server or the user's PC) prior to setup.
3. The current deskbook version, 2.3, was released March 31, 1998. The next release, 2.4, is planned for June 30, 1998. The "full" version download is the most time consuming of the four "Get Deskbook" choices but provides the same programs as the CD-ROM. If you have File Transfer Protocol (FTP) access, **FTP is the easier method** for downloading the Deskbook files.
4. You will need approximately 400 MB free space to copy, uncompress, and install these files. Once installed, the download files can be deleted recovering about 190 MB of disk space (242MB final install).
5. You do not need to download the "Viewer" option. The full version includes the on-line "viewer".
6. Deskbook is updated quarterly. You should establish a procedure to update Deskbook periodically.

Download Instructions--

Critical: When downloading Deskbook, use the **RIGHT** mouse button to copy your files down!

1. WEB Download Instructions:

- a. Create a temporary directory to store the download files (e.g., C:\Deskbook\temp).
- b. Fill out the registration form.
- c. Select "Go To Deskbook Download Page".
- d. Double click the product desired.
- e. You must download each file **separately, using the right mouse button**, to the temporary directory created at step 1.a.

NETSCAPE USERS: Right mouse click "save link as" then save into your temporary directory.

INTERNET EXPLORER USERS: Right mouse click then "save target to file".

MOSAIC USERS: Right mouse click then "load anchor to disk".

f. Repeat step 1.e. until all files have been downloaded.

g. Go to **paragraph 3.** and continue with the Installation Instructions for the appropriate operating system.

2. File Transfer Protocol (FTP) Download Instructions

- a. The following information is needed to connect to Deskbook server:

FTP Host: ftp.deskbook.osd.mil

Login: anonymous

Password: your e-mail address (username@server.domain)

Directory:

Windows users /Products/Deskbook/Standalone

Macintosh users/Products/Deskbook/MacDAD

- b. Download all files to an empty directory on your computer. **Note: transfer files in a Binary mode!**
- c. Go to **paragraph 3.** and continue with the Installation Instructions for the appropriate operating system.

3. Installation Instructions

For more information, select the "Help" button during the installation process or run "manuals.exe" to access the following reference documents--

install.doc (installation manual)
manual.doc (users guide)
quickref.doc (quick reference manual)

a. **Windows 3.X users:**

- (1) Start the Windows File Manager by double-clicking its icon (normally found in the Main program group).
- (2) Click the icon for the drive containing the WEB or FTP download.
- (3) Double-click the DAD directory to view the files contained therein.
- (4) Double-click the "setup.exe" file.
- (5) Follow the on-screen directions to install Deskbook
- (6) When you have tested the installation successfully, delete the "download" directory and files to reclaim disk space.

b. **Windows 95 users:**

- (1) Click the Start button, point to Programs, and then choose Windows Explorer.
- (2) Under My Computer in the All Folders panel, click the

"+" icon next to the drive that contains the WEB or FTP download.

- (3) Click the DAD folder to expand its contents.
- (4) Double-click the "setup.exe" file.
- (5) Follow the on-screen directions to install Deskbook
- (6) When you have tested the installation successfully, delete the "download" directory and files to reclaim disk space.

Macintosh users:

- (1) Select the directory where you downloaded the files.
- (2) Un-binx the files into a common folder.
- (3) Double-click the "Deskbook Installer" icon.

Important Notes:

System Administrators and Deskbook users should read the license and copyright information.

The software contains a Frequently Asked Questions (FAQ) Page.

Instructions for Deskbook and the PD2 Work Environment

Menu Access

When you have completed your desired installation, click on the Start button, go to Settings select Taskbar. Bring the Start Menu Programs tab to the foreground and select Advanced.

Double click on Programs, scroll down to Procurement Desktop, highlight and press the right mouse button. Select Rename and change the name of the Folder to Procurement Tools.

Save and then double click on Procurement Tools. This will open the folder and display the options available therein. You may number and arrange the options according to site preferences.

In the open space in the right hand side of the Exploring window, click the right mouse button, select New, select Shortcut.

In the dialogue box select the executable file for Deskbook (i.e., c:\dad\online\model.exe), press Next, enter a name for the shortcut and press Finish. You will notice the Shortcut is now an option in the Procurement Tools folder.

Desktop Icon Access

If you wish to place the Shortcut created above on the Windows desktop, highlight the Shortcut by single clicking the left mouse button, press the right mouse button and select copy. Move the mouse pointer to the desktop, press the left mouse button to activate the desktop, then press the right mouse button and select Paste Shortcut.

This should complete the installation. Be sure to test any installed product or shortcut to be certain the user will not encounter difficulties during initial use.

If you have any questions or require further information please e-mail Chris Wenrich in the SPS Program Office (christine_wenrich@hq.dla.mil).